

# How To Series

#1

Ordering Products from E-Pubs

**Publishing Management**

Created by : DCI/SCSP - DSN: 606-7892



Adobe Acrobat Reader is required to download most publications.

### Publications

- [30 SW Self Inspection Program](#)
- 30 SW Publications
  - 30 SW Supplements
  - Base Bulletin
- 14 AF Publications
  - 14 AF Supplements
- Base OPlans (VAFB Only)
- AFSPC
  - AFSPC Circulars
- [AF e-Pubs](#)
- DOD
- T.O.s (Technical Orders)
- AETC
- AFMC

### Forms

- 30 SW
- 14 AF
- AFSPC
- Air Force
- D
- AI
- A
- AFCOMSEC
- DLA
- DISA
- SF (Standard Forms)
- VA

### Other

- Search VEPDL
- [OPR Info](#)
- Unit Address Listings
- Records Management Handout
- Records Management Training
- [Survey - Help Us Help You](#)
- 30 SW Homepage
- 14 AF Homepage
- AFSPC Homepage
- Air Force Homepage

### Downloads

- Netscape
- Internet Explorer
- Adobe Acrobat Reader
- Form Flow Filler
- AntiVirus Programs
- 30 SW Letterhead
- 14 AF Letterhead

Click Here





AF e-Pubs

Short Title Search: (No Spaces)

[On-Line Ordering](#)

[Upcoming Products](#)

[Keyword Search](#)

[Help](#)

The Official Source Site for Air Force Administrative Publications and Forms

- [Print On-Demand](#)
- [Restricted Products](#)
- [CD-ROM On-Demand](#)
- [Customer Service](#)
- [Publishing Links](#)
- [Publishing Tools](#)
- [Policy and Standards](#)
- [Trouble Report Logs](#)
- [Publishing Extranet](#)

- [Contact Us](#)
- [Site Guide](#)



Master  
Catalog

Electronic  
Publications

Electronic  
Forms

Product  
Announcements



[Order](#) | [e-Pubs](#) | [e-Forms](#) | [Master Catalog](#) | [Upcoming](#) | [Physical](#) | [Announcements](#) |  
[Print On-Demand](#) | [CD-ROM](#) | [Search](#) | [Tools](#) | [Links](#) | [Service](#) | [Policy](#) | [Obsolete Products](#) |  
[Trouble Report Logs](#) | [e-Pubs Workshop 2000](#) |

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**IMPORTANT NOTICE:** Effective 1 October 2000, the Air Force Electronic Publishing Library (AFEPL) (CDROM) will be published quarterly.

Previously established accounts:

**Find Product:**  
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[Advanced Search](#)

**Registered Users:**  
Username/Account Number:   
Password:   
[Forgot your Password? \(1846 users only\)](#)

**Ordering Services:**  
[Track Orders](#)  
[How to Order](#)  
[1846](#)  
[Ordering Accountable Products](#)

**Customer Services:**  
[Order Information](#)  
[PACAF Products](#)  
[USAF Products](#)  
[Contact Us](#)  
[Customer Feedback](#)

**AF1846 Account Validation:**  
Account Number:   
Assigned Password:   
Email on AF1846:

**Select Categories to Browse:**  
[AFIC Products](#)  
[AF Forms](#)  
[AFM Products](#)  
[AF Reserve Command](#)  
[ASPC Products](#)  
[AFTO Forms](#)  
[Allied Products](#)  
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[Air Traffic Control Products](#)  
[CD ROMS](#)  
[CFETP Training Packages](#)  
[Personnel Products](#)  
[Computer Systems Manual](#)  
[DOD Forms](#)  
[Dental Products](#)  
[DFAS Products](#)  
[DOD Publications](#)  
[Disaster Preparedness](#)  
[Federal Meteorological Handbooks](#)  
[Religious Items \(Chaplain\)](#)  
[Joint Pubs](#)  
[Job Qualification Standards](#)  
[Medical/Health Items](#)  
[Other Agencies Products](#)

**New Accounts Start Here**

**Find Product:**  
(No Spaces)   
[Advanced Search](#)

**Ordering Services:**

- [Track Orders](#)
- [How to Order](#)
- [1846](#)
- [Ordering Accountable Products](#)

**Customer Service:**

- [Order Information](#)
- [PACAF Products](#)
- [USAFE Products](#)
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- [Customer Feedback](#)

Please provide the following Information:

Name:   
Org/Office Symbol:  Eg: AFDPO/PPX  
Bldg/Rm/Suite:   
Street Address:   
Address3:   
City:   
State:   
Zip:   
Email:   
Phone:

Choose a Username and Password:

Username:   
Password:

Please remember the username and password that you chose. Username and Password will not be forwarded to you upon approval of the account.

Type in Pertinent Info.

**IMPORTANT NOTICE:** Effective 1 October 2000, the Air Force Electronic Publishing Library (AFEPL) (CDROM) will be published quarterly.

ALL CUSTOMERS RECEIVING ACCOUNTABLE FORMS OR CLASSIFIED PUBLICATIONS, MUST SIGN AND RETURN THE DOCUMENT RECEIPT ENCLOSED WITH EACH TRANSACTION. ACTIVITIES NOT RETURNING THE RECEIPT WILL HAVE THEIR ACCOUNTS SUSPENDED FROM ALL TRANSACTIONS UNTIL THE RECEIPT IS RECEIVED. RECEIPTS MAY BE FAXED TO DSN 584-4629 OR 410-687-3799.

Questions can be answered via the ETS Helpdesk at [ETS@pentagon.af.mil](mailto:ETS@pentagon.af.mil)

Very Important Info.....

Only pertains to customers  
Receiving Accountable or Classified  
Publications and Forms

## How to shop E-Pubs:

### **Adding Products to your Shopping Cart**

- Locate the items you want in the AFPUBS Online Product Search engine or by browsing through our product categories.
- As you locate an item you wish to order, check box next to item and click on "Add to cart". This will place the product into your Shopping Cart.
- To remove an item from your Shopping Cart, Check box to clear clear the item and then click on "Delete"
- You can continue to search for more products with the "Buy More Products" Option
- You also have the option to change quantities of each selected item at the checkout. Once you have selected the proper quantity, click "Submit Order"
- To view items at any time, click on "Shopping Cart"

### **Checking Out**

- You will be prompted by an easy order wizard to provide the necessary information required to ship your order. Because your right to privacy and security is very important to us, we have taken extraordinary measures to see that it is never compromised. For your peace of mind, please read our section on [Security and Privacy](#).

### **Order Confirmation Number**

- Once you have confirmed your order, an order number will be displayed on your finalized order. This number will allow you to track your order through to delivery.

### **Order Online:**

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Select your purchases by clicking on the "Add to Shopping Basket" link next to each item that you want to buy. Be sure to specify how many of each item you want on the order form. Then you may either submit your order to us by clicking on the "Checkout" button or continue to shop by clicking on the "Continue Shopping" button.

### **By Phone:**

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Call us at DSN-584-4529 or Comm.410-687-3330, between the hours of 8 a.m. to 8 p.m., EST. Our friendly customer service representatives will assist you. To expedite your order, please know the products you wish to order.

### **By Fax:**

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Just print out and fill in the order form and fax it to us at DSN-584-4629 or Comm.410-687-3723. Please be sure to include your own fax number and daytime phone number.

### **By Mail:**

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Simply fill in all information on the order form, including daytime phone number and print out the form.

**Mail to:**

AFPMC

.....  
.....

Different ways to Order from E-Pubs



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**Short Title Search:**

(No Spaces)



[Keyword Search](#)

**Ordering Services:**

- [Track Orders](#)
- [How to Order](#)
- [1846](#)
- [Ordering Accountable Products](#)

**Customer Service:**

- [Order Information](#)
- [PACAF Products](#)
- [USAFE Products](#)
- [Contact Us](#)
- [Customer Feedback](#)

Please enter your Order Identification Number

[Find Order Status](#)

**Tracking an Order:**  
Type in your order ID number to obtain Order Status.

## For Classified, Safeguard and Accountable Publications and Forms ONLY!!!

**IMPORTANT NOTICE:** Effective 1 October 2000, the Air Force Electronic Publishing Library (AFEPL) (CDROM) will be published quarterly.

The AF Form 1846, Request for and Record of Organizational Account has been revised to gather organizational strength and requirements data to establish an organizational account for obtaining physical products from the Air Force Publishing Distribution Center. (AFPDC). This form is now available on the Air Force Web Site. (1990 Edition). Every organization needs to complete this form in order to receive physical products from the AFPDC. At a minimum there should be at least 18-20 organizational accounts for each base (i.e., CC, DP, SG, CE, SV, etc). Further breakdowns will be at the discretion of the local Commanders/Directors. (See additional information on the bottom of the form).

Completed AF1846's may be mailed to **AFDPO, 500 Duncan Ave., Box 94 Bolling AFB, DC 20332-1111** or **Fax'd to DSN 754-2387 or Comm 202-404-2387**. Failure to receive the completed AF1846 will result in activities currently receiving publications and/or forms through the PDO system, in not receiving any further physical publications and/or forms, classified publications and safeguard or accountable forms, and will prevent them from receiving material issued on ratio basis.

Based upon some concerns from the field, the following additional information is provided for submission of the AF1846:

- In order to continue to receive physical products after closure of the PDO's, any activity previously receiving classified publications or accountable and safeguard forms must establish an account, utilizing the AF1846. Those activities desiring publications and forms which are "not" controlled may do so by clicking on "order at the bottom left of the Web Site Screen. The next screen, in the center has an entry "users who do not have accounts click here. Click this block. Follow the instructions and complete the entry. You will receive an acknowledgement within 24 hours, and then may request uncontrolled publications and forms.

- Section II, Name and Title of Requesting Official. This is considered to be the name assigned to the account on approved AF1846. No Alternates are required for submission to AFDPO, however Alternates may be utilized within the organization. When alternates use the On-Line Ordering system they must use the e-mail address provided on the AF1846 if it is an AF1846 account. The e-mail address in the "Organizational Email " block is just that, an "Organizational Email address, not a persons e-mail address.
- When the AF1846 is received by AFDPO the verification by the "Verifying Official" (Publishing Manager) certifies that the names and signatures are valid. AFDPO does not have access to this local information, it must be provided by the verifying official at the level from which the request was submitted. Once AF1846's are received, Account Numbers are assigned and the requesting Official notified of the number assigned.
- The Block says "Approving Official or Commander. This could be the Director, Commander, Squadron Section Commander, Detachment Commander, etc. Depends upon the structure of the organization making the request. This authorization will not be delegated down.
- The level of the "Publishing Manager" verifying the AF1846 is that of the Requesting Official. As advised there are Wing Publishing Managers, Group Publishing Managers and Base Publishing Managers. If the requestors address is at Wing level, then the Wing Publishing Manager verifies the AF1846. Please remember, the AF1846 is not a "new" form, it is a revised form and the basic instructions for preparation are contained in AF137-161. These instructions apply to that portion of the form that was revised.
- Forms and publications required by Civilian Contractors are contained in the Air Force contract. It is the responsibility of the Contracting Officer over-seeing this contract to ensure the availability of publications and forms for these contracts. AFDPO has no knowledge of the publications or forms required for issue based upon civilian contracts.
- If the requesting activity is a Contractor, previously having a PDO or CAR account, the submission of the AF1846 should be through the supporting Contracting Officer for that specific contract. The Air Force Contracting Officer will verify the existence of the contract, provide the Contract Number and Expiration date in the remarks block of the AF1846, list (or attach) a copy of all forms and publications to be issued under this contract, authenticate in the Verification block and forward completed AF1846 to AFDPO/PPL. AF1846's submitted directly from the civilian contractor will not be accepted.

**For Classified, Safeguard  
and Accountable Publications  
and Forms ONLY!!!**

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Organization Accounts based upon AF1846 submissions have been reviewed and accounts assigned. A very large number of submissions were from activities that did not necessarily require accounts, based upon the information they provided. The AF1846's for these activities are currently being screened and returned to those activities with a cover letter, explaining the reasons for their return. Resubmissions are permitted if the original information was either inaccurate or incomplete. Requests may be submitted by mail, fax, and e-mail, specifying the account number and password for already assigned accounts. Activities not requiring accounts may use the procedures provided above, still utilizing the On-Line-Ordering system. Disconnected users may use Fax, telephone or mail to request non-controlled publications and forms. To obtain account numbers and queries contact the ETS Service Desk. Addresses and contact points are **AFDPO, 500 Duncan Ave., Box 94 Bolling AFB, DC 20332-1111** : Fax: **DSN 754-2387 or Comm 202-404-2387** ETS Service Desk phone: **DSN 754-2438 or Comm 202-404-2438**, Email: [ets@Pentagon.af.mil](mailto:ets@Pentagon.af.mil).

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# Summary

1. From the VEPDL main page choose Publishing - E-Pubs.
2. In E-Pubs, go to the top of the right hand side and choose On-Line Ordering.
3. If you already have established an account: Type in your Username/Account Number and Password.  
If this is the first time you are going to order, Click on Users who do not have an account.
4. Fill out all pertinent information and send the data to E-Pubs. Within 24 hours you should get a confirmation e-mail with your password. Remember this password, because E-Pubs doesn't. If you forget your password you must establish a new account again.
5. If you need Safeguard, Accountable and Classified forms and publications, you must fill out an AF Form 1846 first, and bring it to Publishing Mgt at Bldg 6510, room 128. You will then be issued a password.
6. For the above mentioned products, you must sign and return a document receipt.
7. To track a shipment, type in your order number. If you have further questions about your order, contact the AFPDC helpdesk at DSN: 584-4529/4729/4829 or Comm: (410) 687-3330.

**For further assistance, please call Publishing at 6-7892**